



DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

HEALTH PROGRAM SUPERVISOR

Commissioners Office - Office of Public Health Preparedness & Response

POSTING DATE: June 24, 2015

CLOSING DATE: July 1, 2014 *

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list

POSITION CONTROL NUMBER: 108658YW NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/35 hours/week

SALARY GROUP/RANGE: HC 28/\$69,614* - \$93,402 (*NEW State Employees)

HC 28 effective 07/01/14/\$71,703* - \$96,205

NOTE: Candidates must have applied for and passed the Health Program Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Preferred Skills:

- Experience coordinating federal funding, state plan writing/reporting and maintaining overall accountability for grant awards including fiscal accountability;
- Experience coordinating evaluations, drafting goals and objectives and maintaining overall program integrity activities;
- Experience interpreting state and federal regulations to administer Preparedness Program services at the Local health departments or districts and at the state health department level to ensure compliance with federal funding requirements;
- Experience developing contract language, executing and maintaining contracts and monitoring and evaluating administrative process and outcomes;
- Experience providing monitoring and technical assistance to various preparedness partners;
- Must be able to travel in/out of state;
- Knowledge of Incident Command Systems.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing pattern of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and incidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; considerable knowledge of state and community organizations and programs involved in field of public health; knowledge of research and design methodologies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze, evaluate and interpret data; supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Eight (8) years of professional experience in a health organization.

Special Experience:

One (1) year of the General Experience must have been at the advanced working level in health care program administration, a health systems agency or other health care organization in at least one of the following areas:

1. grant writing or monitoring;
2. formal program planning, development, management or evaluation;
3. or program consultation.

For State Employees this is interpreted at the level of Health Program Associate.

NOTE: A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in health education, hospital administration, public administration or public health may be substituted for one (1) additional year of the General Experience.
3. For State Employees one (1) year as a Health Program Associate may substitute for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.